

Edmonde A.
Los Angeles
ORCA World Affairs
Council
(orig under Haddad)

22 February 1974

Mr. Edmonde A. Haddad
Executive Director
Los Angeles World Affairs Council
900 Wilshire Blvd.
Suite 230
Los Angeles, California 90017

Dear Mr. Haddad:

This is further to your letter of January 15 and my letter of February 11 (to say nothing of our phone calls).

This is the schedule for May 3 as I understand it at this end:

The Director will arrive by air at about 11:00. He will be met by our people and taken to his hotel. You will pick him up at about 2:25 or 2:30 for an hour long off-the-record meeting with the *Los Angeles Times* editorial board starting at 3:00.

Thereafter, he would be taken back to his hotel. The reception preceding the dinner and speech would take place from 7:00 to 7:30. The dinner would begin at 7:30. The introduction of the speaker would take place between 8:15 and 8:30. The speech would be of 25-30 minutes length followed by a question and answer period. Adjournment is anticipated at 9:30 p.m. sharp.

Mr. Colby's party would consist of himself and one security officer. He would be picked up from, and delivered to the airport by some of our Los Angeles representatives.